City of Los Angeles Department of Cultural Affairs
Community Arts Division
Barnsdall Junior Arts Center

JOB OPPORTUNITY NOTICE
ARTS ASSOCIATE (PART-TIME)

Notice Open Date: Monday, October 26, 2026
Employer: City of Los Angeles
Department: Department of Cultural Affairs (DCA)
Division/Section: Barnsdall Junior Arts Center
Job Location: 4814 Hollywood Boulevard, Los Angeles, CA 90027
Hourly Pay Rate: $31.32
Classification / Code: Arts Associate / 2454
Type: Part-Time / As-needed (two to three days per week, up to 20 hours per week, not to exceed 1000 hours)

DEADLINE TO APPLY: Tuesday, November 10, 2026

PROGRAM OVERVIEW
The Barnsdall Junior Arts Center (BJAC) located in Barnsdall Art Park in Hollywood, seeks an Arts Associate to support the research, development, organization, and implementation of art exhibitions and community events in its gallery.

Established in 1967, the BJAC is the longest-running institution in Los Angeles devoted exclusively to exhibiting art created by children and youth. In recent years, the gallery has expanded its programming to include work by community members and adult artists. The gallery provides an intimate exhibition space for artists with a significant body of high-quality work, as well as thematic group exhibitions. BJAC is a facility of the City of Los Angeles Department of Cultural Affairs.

JOB DESCRIPTION
Working under the direction of the Art Center Director, the Arts Associate works closely with the Exhibition Coordinator to provide research, administrative, and organizational support for BJAC exhibitions and related activities. Responsibilities include researching exhibitions, assisting with exhibition development and coordination, supporting marketing and communications, and contributing to operations in collaboration with artists, exhibit preparators, gallery attendants, and other staff.

DUTIES AND RESPONSIBILITIES include but are not limited to the following:

Program Administration
- Assist with the research, development, planning, organization, and implementation of art exhibitions and related programs.
- Provide administrative support for the BJAC including correspondence, calendar management, scheduling, filing, and recordkeeping.
- Prepare and maintain exhibition documentation, including artwork condition reports, loan agreements, and related forms.
- Assist with receiving, documenting, and organizing artworks for exhibitions.
- Maintain and update inventory and exhibition records.

- Research and assist with preparing purchase orders for exhibition materials and supplies.
- Coordinate, review, and proofread exhibition interpretive texts and related materials, including vinyl text, artwork labels, gallery guides, website content, and exhibition cards.
- Assist with preparing and organizing exhibition materials to ensure accuracy, consistency, and timely completion.

Marketing and Communications

- Assist with promoting exhibitions, workshops, and events through social media, website and e-newsletters.
- Maintain and update digital content related to exhibitions and programming.
- Coordinate exhibition-related communications with artists, staff, and other collaborators.

Gallery Operations

- Assist with training and guiding gallery attendants to promote a welcoming environment and a high standard of visitor service.
- Collect and maintain metrics, including visitor counts and other exhibition related data.
- Support the planning and implementation of exhibition receptions, workshops, public programs, and community events.
- Provide gallery attendant coverage and perform other routine administrative duties as needed.

DESIRED QUALIFICATIONS

- Demonstrated interest in the visual arts, exhibitions, arts education, and community arts programming.
- Experience assisting with or participating in the planning and coordination of art exhibitions, community arts events, or public programs preferred.
- Experience supporting exhibition preparation and the implementation of community art events, workshops, or cultural programs preferred.
- Strong research skills and the ability to gather, organize, and summarize information related to artists, artworks, and exhibitions.
- Excellent organizational skills and attention to detail, particularly in preparing documents, maintaining records, and coordinating multiple tasks.
- Excellent written and verbal communication skills, including proofreading and preparing professional correspondence.
- Ability to manage multiple assignments, meet deadlines, and adapt to changing priorities.
- Ability to work independently, take initiative, and collaborate effectively as part of a team.
- Positive, dependable, and professional approach to working with artists, colleagues, and community members.
- Familiarity with Dropbox, Google Workspace, and digital file management preferred.
- Familiarity with social media platforms, website content management, and digital communications preferred.
- Familiarity with Adobe Creative Suite and audio/video technologies preferred.
- Customer service experience preferred

MINIMUM REQUIREMENTS

- A bachelor's degree from an accredited four-year college or university with a major in Arts (design, literary, media/communication, performing, and/or visual), Cultural Studies, Literature, English, Art History, Art Administration, or a closely related field; **or**
- An associate of arts degree from an accredited two-year college with a major in Arts (design, literary, media/communication, performing, and/or visual), Cultural Studies, Literature, English, Art History, Art Administration, or a closely related field, including completion of 9 semester units or 14 quarter units in the fields listed; **and** two years of full-time paid experience within the last ten years in assisting and coordinating a program in an organization responsible for fine arts, public art, or cultural programs and activities; **or**
- Four years of full-time paid experience within the last ten years in assisting and coordinating a program in an organization responsible for fine arts, public art, or cultural programs and activities.

CONDITIONS OF EMPLOYMENT

The job will be performed in-person at BJAC located at 4814 Hollywood Blvd, Los Angeles CA 90027. Must be able to work a flexible schedule and availability to work occasional evenings and weekends to support exhibitions, receptions, workshops, and special events. Must be able to stand for extended periods; sit for extended periods; climb up and down stairs; bend, stoop, and lift to move and retrieve materials; pull, push, and lift up to 25 pounds. Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Part-time positions accrue "Sick Days" from the date of hire and "Compensated Paid-Time-Off" (CPTO) after six (6) months in the position. The position does not include health benefits. Candidates must have a valid California Driver's License. Candidates may be requested to disclose all sources of employment to mitigate risks of conflict of interest.

HOW TO APPLY

Interested candidates must submit a resume, cover letter and a completed City of Los Angeles Application for Employment. All three documents must be emailed as a single PDF to DCA.BACBJAC.hiring@lacity.org with the subject line: **Arts Associate for BJAC.** The deadline to apply is **Tuesday, November 10, 2026.**

METHOD TO EVALUATE CANDIDATES

Final selection will be based on interviews with eligible candidates pending a review of applications received based on a set of criteria related to skills, knowledge, abilities and personal qualifications for the position. Interviewers may also contact present and former supervisors, as well as review City Personnel files (if applicable) as part of a candidate's evaluation. All candidates will be notified regarding the final results of the selection process. We are unable to respond to phone calls regarding the status of applications and the recruiting process.